

Bid Title: Loan Servicing for the Leon County Affordable Housing Program
Bid No: BC-05-16-00-40
Opening Date: Tuesday, May 16, 2000 @ 2:00 PM
Location: Leon County Purchasing Division
2284 Miccosukee Road, Tallahassee, FL 32308

INSTRUCTION TO BIDDERS

To Insure Acceptance of Your Bid, Please Follow These Instructions:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

*Bid No: BC-05-16-00-40
Board of County Commissioners, Leon County
Purchasing Division
2284 Miccosukee Road
Tallahassee, FL 32308*

2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened.
3. Bid must contain an original, manual signature of an authorized representative of the company.
4. The bid opening shall be public on the date and time specified on the bid. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder.
5. Bidders are expected to examine the specifications, delivery schedule, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern.
6. If you are not submitting a bid but wish to remain on our bid list, please return the "Statement of No Bid" form and provide an explanation in detail where requested.
7. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 488-6949 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.

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PURPOSE:

The Leon County Affordable Housing Program is seeking professional services for loan servicing. Included in these services are: new loan set up and processing, on-going loan servicing for collection and deposit of payments, determining and assessing late fees as required; producing and distributing reminder letters, coupon books, etc.; remitting payments collected to County; providing monthly status reports to the County; escrowing funds for taxes and insurance; ensuring borrower maintains homeowners insurance; and, pursuing and curing delinquencies.

BID DEADLINE:

Bid must be submitted no later than Tuesday, May 16, 2000 @ 2:00 PM.

BID INFORMATION:

Questions pertaining to bid procedures or regarding the specifications should be addressed to Keith Roberts or Leslie Harbin at phone (850) 488-6949; FAX (850) 922-4084.

EXPLANATION TO BIDDERS:

Each Vendor shall examine the Bidding Documents carefully; and, no later than seven days prior to the date for receipt of bids, he shall make a written request to the Owner for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The Owner will not be responsible for oral clarifications.

No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board.

Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

PREPARATION AND SUBMISSION OF BID:

Each Vendor shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Vendor. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is recommended that prior to submission of any bid, the Leon County Purchasing Division be contacted at (850) 488-6949 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

MINORITY BUSINESS ENTERPRISE PARTICIPATION

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It is the policy of the Leon County Board of County Commissioners to institute and maintain an effective Minority Business Enterprise Program. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit M/WBE participation in our procurement process.
2. Established goals designed to increase M/WBE utilization.
3. Provide increased levels of information and assistance available to M/WBEs.
4. Implement mechanisms and procedures for monitoring M/WBE compliance by prime contractors.

Each bidder is strongly encouraged to secure M/WBE participation through purchase of those goods or services to be provided by others.

For additional information regarding Leon County's Minority Business Enterprise Policy or any technical assistance, please contact Judy Jones, MBE Coordinator, at 850/488-7509; FAX 850/ 488-1670. The MBE Office will provide a listing of certified M/WBEs available to assist bidder(s) in achieving the indicated goals.

LICENSES AND REGISTRATIONS:

The contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids must include a copy of the company's local business or occupational license or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-7856.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

PAYMENT:

The County will make scheduled payments within thirty (30) days of submission and approval of invoice for services.

STATUS

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

INSURANCE

1. Contractor shall purchase and maintain such insurance as will protect it from claims under workmen's compensation laws, disability benefit laws or other similar employee benefit plans;

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from claims or damages because of bodily injury, occupational sickness or disease or death of its employees and claims insured by usual personal injury liability coverage in the following amounts; \$100,000 per person; \$200,000 per accident; and \$100,000 property damage.

2. Contractor shall furnish the County with Certificates of Insurance and with original endorsements effecting the coverage required for this bid naming the County as an additional insured. The certificates are to be signed by an a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County prior to the commencement of the work. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
3. Each Certificate of Insurance shall contain a provision that coverage afforded under the policies will not be cancelled until at least thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.
4. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

REJECTION OF BIDS:

The Owner reserves the right to reject any and/or all bids when such rejection is in the best interest of the Owner.

RECEIPT AND OPENING OF BIDS:

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived and no bids received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the contents of the bid form will be made public for the information of vendors and other interested parties who may be present either in person or by representative.

WITHDRAWAL OF BIDS:

Bids may be withdrawn by written or telegraphic request received from Vendors prior to the time fixed for opening. Negligence on the part of the Vendor in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

AWARD OF BIDS:

The bid/proposal will be awarded as soon as possible to the lowest responsible bidder. The County reserves the right to waive any informality in bids/proposals and to award a bid/proposal in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the intended award will be given by posting a Notice of Intended Award in the offices of the Purchasing Division, 2284 Miccosukee Road, Tallahassee, Florida. Notice may also be given by telephone, by first class mail, or by certified United States mail, return receipt requested, whenever specified in the bid solicitation. A vendor may request, in their bid submittal, a copy of the Notice of Intended Award and/or bid tabulation sheet to be mailed in a vendor provided, stamped self-addressed envelope for their record.

AGREEMENT:

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the

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terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The vendor will have ten calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

BID CHALLENGE:

Any bid award recommendation may be challenged on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid challenge shall be made in writing to the Purchasing Director within 72 hours after receipt of the intended recommendation of award and challenger shall file a formal written bid challenge within 10 days after the date in which the notice of intent of bid challenge has been submitted. Failure to file a notice of intent of bid challenge or failure to file a formal written bid challenge shall constitute a waiver of all rights granted under this section. At the time fixed for the opening of bids, the contents of the Bid Form will be made public for the information of vendors and other interested parties, who may be present either in person or by representatives.

CANCELLATION:

Either party may terminate the Contract resulting from this bid by giving the other party hereto thirty (30) days written notice of termination. Contract prices must be maintained until the end of the thirty (30) day period. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Contract by mailing a notice of termination to the seller. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.

PENALTIES:

BIDS MAY BE REJECTED AND/OR VENDOR(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
2. Failure to update the information on file including address, product, service or business descriptions.
3. Failure to perform according to contract provisions.
4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
5. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
6. Clear and convincing evidence that the vendor has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
7. Other reasons deemed appropriate by the Board of County Commissioners.

PUBLIC ENTITY CRIMES STATEMENT:

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Attachment # 2
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A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

IDENTICAL TIE BIDS:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. Bidder must complete and submit as part of the bid response the attached "IDENTICAL TIE BID" form. Failure to submit a completed form may result in the bid being determined as non-responsive.

ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

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BID CHECKLIST:

Please submit the items on the following list and any other items required by any section of this invitation for bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this invitation for bids.

- ☐ Completed Bid Response Sheet with Manual Signature
- ☐ Applicable Licenses/Registrations
- ☐ Minority Business Enterprise Statement
- ☐ Identical Tie Bid Statement
- ☐ Completed Public Entity Crimes Statement
- ☐ Completed Statement Regarding Disbarment

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SCOPE OF SERVICES

The Leon County Affordable Housing Program provides funds for the rehabilitation of owner-occupied substandard housing to bring such homes up to county minimum housing code. Funds are also provided to reconstruct homes and to build new homes.

Funds for these services are obtained from the State Housing Incentive Partnership Program (SHIP), Community Development Block Grant program, and other housing program funding sources as may be obtained by the program. The program anticipates implementation of a loan program to provide no- or very low-interest loans to homeowners and home buyers who cannot otherwise afford or qualify for home rehabilitation funds or to purchase loans.

Services are provided only to citizens whose household income falls at or below 80% of the median area income. For a family of four, 80% of median is \$41,300. Most of the program clients fall considerably below this income level. The program anticipates making about five such loans the first year.

The Leon County Affordable Housing Program requests price quotes from qualified loan servicing companies for the following services related to real estate transactions connected with its housing rehabilitation and new construction programs:

- Loan set up fee
- Fee for coupon books, reminders, etc.
- Fee and method for receiving and depositing funds received from borrowers
- Fee and method for escrowing taxes and insurance and remittance of same
- Fee and method for monthly reporting of all County loans
- Fee and method of notification of Leon County Housing Program of delinquencies
- Fee and method of pursuing and curing delinquencies.

Responders should provide bids for fees as listed above on the bid response form or in a format that is easily understood and comparable for use in price comparisons.

Each bidder should also provide the following information:

1. All bidders shall provide on Company letterhead, the number of years in the loan servicing business, current number of employees, and an overview of the general capabilities of the Company.
2. Must provide proof that the Company has actively been engaged in the loan servicing business over the past two (2) years.
3. All bidders must provide at least three (3) references. At least two (2) references must be a current customer for who you provide loan services. Each reference shall contain the following:
 - a. Name and address of company.
 - b. Person to contact (contract manager), telephone and fax numbers.
 - c. Contract term (starting and ending dates).
 - d. Summary of type(s) of services provided under the contract.

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4. All bidders must list all contracts that have been terminated or lost due to unsatisfactory performance within last five (5) years. These contracts shall be reported in the same format as a reference with contact person information as outlined above.

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BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts
Purchasing Director

Jane G. Sauls
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY

(Firm Name)

(Authorized Representative)

(Printed or Typed Name)

ADDRESS

TELEPHONE

FAX

Loan set up fee	\$ _____
Fee for coupon books, reminders, etc.	\$ _____
Fee and method for receiving and depositing funds received from borrowers	\$ _____
Fee and method for escrowing taxes, insurance and for paying same	\$ _____
Fee and method for reporting	\$ _____
Fee and method of notification of Leon County Housing Program of delinquencies	\$ _____
Fee and method of pursuing and curing delinquencies.	\$ _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____

Addendum #2 dated _____ Initials _____

STATEMENT OF NO BID

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We, the undersigned, have declined to bid on the above referenced bid for the following reasons:

- ☐ We do not offer this service
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet specifications
- ☐ Others (Explain)

We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Leon County.

Company Name _____

Signature _____

Name (Print/Type) _____

Telephone No. _____

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

Attachment # 2
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THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Leon County Board of County Commissioners

by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is _____.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

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_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

Sworn to and subscribed before me this _____ day of _____, 2000__.

Personally known _____

NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of _____

(Type of identification)

My commission expires: _____

Printed, typed, or stamped
commissioned name of notary public

Form PUR 7068 (Rev 06/11/92)

MINORITY BUSINESS ENTERPRISE PROGRAM PARTICIPATION OF MBEs/WBEs

SECTION 1

Bidder _____

Please mark the correct statement.

- ☐ Bidder is non-MBE/WBE and has no MBE participation. Please complete Sections 2 & 4.
☐ Bidder is non-MBE/WBE and has MBE participation. Please complete Sections 3 & 4.
☐ Bidder is certified/certifiable MBE/WBE. Please complete Section 4 and enclose copy of letter or other proof of certification.

SECTION 2

Please briefly describe efforts made to secure MBE/WBE participation for this bid (attach additional sheets as needed):

SECTION 3

Please list below the names of MBE vendors who will perform the indicated phases of work for the amounts shown. Bidder shall indicate whether subcontractor is Black (B) or Non-Black (NB). Attach additional sheets as necessary.

<u>Name, Address, and Telephone Number of MBE Vendor</u>	<u>Type Material(s) Service(s) Supplied</u>	<u>Amount of Subcontract</u>	<u>Black (B) or Non Black (NB)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Value of MBE Participation:	<u>Black</u>	<u>Non-Black</u>
Total Project Base Bid:	\$ _____	\$ _____
MBE Participation as % of Total Base Bid:	\$ _____	\$ _____

SECTION 4

The Bidder acknowledges the Leon County MBE policy and the provisions specified for this bid. If applicable, bidder certifies that the above list of minority vendors and the respective contract amounts and percentages of the total bid are accurate. In witness, hereof, the Bidder has hereunto set his signature and affixed his seal this _____ day of _____ A.D., 2000 ____.

Signed: _____ Title: _____

IDENTICAL TIE BIDS

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Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the following:

(Check one and sign in the space provided.)

_____ This firm complies fully with the above requirements.

_____ This firm does not have a drug free work place program at this time.

VENDOR'S SIGNATURE

TITLE

Bid No: BC-05-16-00-40

Opening Date: Thursday, May 11, 2000 @ 2:00 PM

Bid Title: Title and Legal Services and Title Insurance for Leon County Affordable Housing Program

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- (3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

American Red Cross - Capital Area Chapter
187 Office Plaza Drive
Tallahassee, FL 321310
Disaster Resistant Mitigation Program
FY2004-2005

Original Purchase Order Amount	\$50,000	PO#0031468
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[illegible]